



**VYSA TRAVEL TEAM
REGISTRATION MANUAL**



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VYSA Travel Team Registration Manual

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MEMBERSHIP

1-1

- FIFA – Federation Internationale de Football Association
 - USSF – United States Soccer Federation
 - AMATEURS
 - PROFESSIONALS
 - YOUTH – US Youth Soccer – United States Youth Soccer Association
 - 4 Regions – VYSA is in East Region
 - National State Associations – VYSA: Virginia Youth Soccer Association
 - Travel Leagues
 - Travel Clubs
 - Travel Teams
 - Selected Players
 - Recreational Clubs
 - Recreational Teams
 - Accepts all players

VIRGINIA YOUTH SOCCER ASSOCIATION INCLUDES ALL YOUTH PLAYERS
WHO RESIDE WITHIN THE BOUNDARIES OF
THE COMMONWEALTH OF VIRGINIA AND THE DISTRICT OF COLUMBIA.

STRUCTURE OF VYSA REGISTRARS

1-2

- VYSA Secretary – oversight of registration policies and procedures
 - VYSA State Office – perform State Registrar duties as authorized, including but not limited to inter-state duties
 - VYSA Assigned League Registrars– perform State Registrar duties as authorized, not including intra-state duties

ELECTION, APPOINTMENT, REMOVAL AND DELEGATION**2-1**

1. The VYSA Secretary has authority over VYSA registration matters in accordance with VYSA Bylaw Article III, Section 5(c), and is elected in accordance with VYSA Bylaw Article 5, Section 4.
2. The VYSA Secretary must appoint a State Registrar and up to two assistants.
3. The VYSA Secretary shall have the authority to remove State Registrar(s). In the case of conflict, the State Registrar may appeal the decision of the VYSA Secretary to the VYSA Board of Directors who will have final authority over the matter.
4. When the State Registrar or an assigned league Registrar is temporarily unavailable:
 - a. The absence should be reported to the VYSA State Office.
 - b. The office will temporarily take over the responsibilities for that registrar.
5. The VYSA Secretary may assign administrative and registration responsibilities to the VYSA State Office, including but not limited to intra-state transactions.

AUTHORITY AND RESPONSIBILITIES**VYSA SECRETARY AND STATE REGISTRARS****2-2****VYSA Secretary**

1. Elected officer on the VYSA Board and liaison for Registrars to the Board and committees (two-year term)
2. Bylaws
3. Receives recommendations for State Registrar(s) and Assigned League Registrars.
4. Appoints and removes State Registrar(s) and Assigned League Registrars.
5. Is not authorized to perform duties of State Registrar, Assigned League Registrar, or League Assigned Registrar, unless having been assigned to one of those positions.
6. In consultation with the State Registrar, has authority to establish registration policies with the approval of the VYSA Board of Directors
7. In consultation with the State Registrar, has authority to establish registration procedures
8. Has authority to access full VYSA registration database and audit report
9. Oversees the development and maintenance of registration software and database management
10. Initiates alternative policies and procedures if conflicts occur with registration technology
11. Responsible for writing and updating the Travel Registration Manual
12. Provides support and assistance to State Registrar(s)
13. Responsible for workshops and registrar training sessions
14. Attends VYSA, East Region, US Youth Soccer and US Soccer meetings and events

VYSA State Registrars

1. Appointed by and reports to the VYSA Secretary
2. Authorized to perform duties of a State Registrar as delegated by the VYSA Secretary
3. Authorized to perform all duties assigned to Assigned League Registrars as needed
4. Authorized to access full VYSA registration database and reports
5. Fields questions when the Assigned League Registrars are unavailable or need assistance
6. Assists State Secretary with Training/Manual Revisions
7. Manages IDs and passwords for Assigned League Registrars
8. Attends VYSA Board of Directors meetings at the request of the VYSA Secretary to address registration matters
9. Attends VYSA, East Region, US Youth Soccer and US Soccer meetings and events upon request
10. Handles intra-state transactions requiring signature of State Registrar
11. Handles inter-state transactions as delegated by VYSA Secretary to assist the State Office
12. Works with Assigned League Registrars to assure compliance with policies and procedures of organizations listed in Section 1-1
13. Other authority and responsibilities as may be assigned by the VYSA Secretary.

AUTHORITY AND RESPONSIBILITIES

VYSA STATE OFFICE AND LEAGUE REGISTRARS

2-3

VYSA State Office

1. Performs duties assigned by the VYSA Secretary, including but not limited to intra-state transactions requiring a State Registrar signature.
2. Responsible for authorizing changes in the database to assure the accuracy of information on travel players, team officials and team aides and related registration forms including, but not limited to rosters. Changes that do not conform to existing VYSA Registration policies and procedures must be authorized by the VYSA Secretary. Changes that could affect other state functions will be made in consultation with authorized persons in those areas.
3. Responsible for maintenance of the Registration pages of the VYSA website.
4. Responsible for maintenance of Manuals, Forms and other documents whether in print or on the VYSA website.
5. Maintains all records related to intra-state transactions.
6. Maintains all records related to International Clearances and any additional international clearance requirements.
7. Maintains an up-to-date record of all pending and approved actions of organizations listed in Section 1-1 as they relate to registration policies and procedures.

Assigned League Registrars

1. Appointed by the State Registrar in consultation with the VYSA Board Secretary
2. Responsible for working with the State Registrar to keep up to date on registration policies and procedures.
3. Responsible for attending training and workshops as required to maintain working knowledge of registration policies and procedures
4. Authorized to process and approve paperwork required to ensure players and teams are eligible to participate in league play, tournament play and State Cup competition.
5. Processes and approves electronic documentation that includes, but is not limited to
 - Initial Registration
 - US Youth Soccer member passes for travel players, team officials and team aides
 - Changes to Original Roster
6. Maintains travel team records for assigned clubs including, but not limited to
 - League and Tournament Rosters (online)
 - Proof of date of birth (verified online)
 - Authorized to access VYSA registration database and audit reports for assigned clubs only
7. Submits paperwork to State Registrar and/or State Office as required.

The VYSA Secretary is the ultimate authority on all registration matters relating to players, coaches and teams under the jurisdiction of VYSA.

ASSIGNED LEAGUE REGISTRARS MAY ONLY PROCESS TRANSACTIONS FOR TEAMS ASSIGNED TO THEM, UNLESS AUTHORIZED BY THE VYSA SECRETARY OR DESIGNEE

REQUIRED AUTHORIZATION: PRIMARY APPROVAL

Procedure				
The list below is intended to be instructive but not inclusive. The VYSA Secretary or designee may add, remove or reassign all authorizations.	State Office	State Registrar	Assigned League Registrar	Club or Team
Initial VYSA Team Roster	**	X	X	
Initial State Cup Roster	X			X
International Clearance	X	**		
Generate Member Pass for VYSA rosters	X			X
Roster Change Approval VYSA Team Roster	**	**	X	
Roster Change Approval VYSA Cup Roster	X	**		
Players, Coaches, Managers, Other Team Aides	**	**	X	
Change of Club	**	X		
Change of League				X
Release from a VYSA Team	**	**	X	
Transfer to Another VYSA Team	**	**	X	
Participate in Adult Games	X	**		
League Select Roster and passes	X	**		
Permission to Play In Another State Form	X	**		
Player to Play in Another State	X	**		
Permission for Player from Another State to Play in VYSA	X	**		
Team to Participate in League outside VA/DC boundaries	X	**		
Application to Travel in US – online; no registrar approval required				X
Application to Travel Outside of US	X	**		
Roster VYSA Teams for East Region Leagues	X	**		
Register Olympic Development players that are not registered or rostered to a Virginia/DC team	X	**		
All Tournament Matters	X			

X=primary registrar; **=authorized in absence of primary registrar

Form or Record			
The list below is intended to be instructive but not inclusive and may be amended as needed.	State Office	State Registrar	Assigned League Registrar
VYSA Player/Team Status Form for Adult Games	X	**	
International Clearance	X	**	
Permission to Play in Another State Form	X	**	
Permission for Player from Another State to Play in VYSA	X	**	
Application To Travel Outside US (US Youth Soccer & USSF Form)	X	**	
Olympic Development Player Registration Form	X		
Other Inter-State Forms	X		

X=receives record and distributes as needed; maintains file copy (paper or electronic)
 **=maintains file copy (paper or electronic) if processes form

VYSA REGISTRATION FORMS AND MANUALS

SECTION 2-7

Registration forms and manuals are available on the VYSA website at www.vysa.com under "Resources>Registration".

VYSA LEAGUE AND CLUB DATA

SECTION 3

TRAVEL LEAGUES

3-1

VYSA has approved the following travel leagues.

- Club Champions(CC)
- National Capital Soccer League (NCSL)
- VYSA State/Presidents Cup and Non-League teams(NLCT)

USYS Regional travel leagues affiliated with VYSA teams:
 EDP Soccer League/Conference

TRAVEL PLAYER IDENTIFICATION NUMBERS

3-2

A unique identification number is generated and assigned to each player by the online registration system at the time the player is first entered into the system.

Travel registration will be conducted through the VYSA online registration system. The online system will be used to register travel leagues and clubs, their officers and staff, travel players, and travel team officials, and recreational players and coaches. League and Tournament rosters, State Cup rosters and member cards will be printed from the online registration system. In the event the online system fails or is unable to meet registration requirements, the VYSA Secretary may initiate paper or other alternatives to meet registration needs.

The online registration system was approved by the VYSA Board of Directors to provide its member leagues, clubs, and teams a convenient method to register players, team officials and team aides; to prepare uniform, error-free rosters and passes; to safeguard the eligibility of its players and teams; and to produce a reliable membership database.

Following is a list of requirements that directly relate to registration. Complete information and procedures on these and other requirements, and links to various components of the system are on the VYSA website at www.vysa.com.

1. All Team Officials, Team Aides and Board Members must complete a background check in accordance with the VYSA Background Check Policy before they can be placed on any roster or issued a member pass.
2. All Team Officials and Team Aides and any players who will turn 18 years of age during the VYSA seasonal year, must complete the online SafeSport training in accordance with the VYSA SafeSport Policy before they can be placed on any roster or issued a member pass.
3. Each Travel Club must be registered in the online registration system before its teams can register.
4. Each Travel Club must designate an individual(s) to perform duties as a Travel Club Registration Coordinator.
 - A. The Travel Club Registration Coordinator is authorized to
 - Club level approval of initial team rosters and subsequent changes
 - Edit, add, release and transfer players on club rosters
 - Notify the Assigned League Registrar when final approval is needed for an initial roster or subsequent roster change
 - B. The Travel Club Registration Coordinator responsibilities as defined by club and league rules may include
 - coordinate training and distribution of registration manuals and information to the team representatives
 - answer registration questions from team representatives
 - check all registration documents for accuracy
5. Unless otherwise directed by the VYSA Secretary, the VYSA League and Tournament Roster, the VYSA State Cup Roster and all Member Passes must be prepared, printed and approved using the VYSA Online Registration System.

The VYSA Secretary may approve alternative methods if the limits of the technology and/or availability of the system are unable to meet the registration needs of its membership.

SEASONAL YEAR

5-1

The complete US Youth Soccer Bylaw and Policies documents are available at www.usyouthsoccer.org under Resources.

US Youth Soccer Bylaws Article III – Definitions:

“Seasonal Year” means that period of time beginning September 1 of one calendar year and ending on August 31 of the immediately following year.

- A youth player **MUST** register each seasonal year.
- Once a travel player is registered, he/she is considered to be a travel player until the end of the seasonal year (August 31).
- If the player is released and at a later date decides to rejoin a travel team, he/she is considered a “TRANSFER” if they roster with a club different from that which originally rostered.

GENDER OF TEAMS

5-2

US Youth Soccer Rule 103: GENDER OF TEAMS

USYSA recognizes 2 types of team genders:

- (1) Teams with females only are girls teams.*
- (2) All other teams are boys teams.*

AGE GROUPS

5-3

US Youth Soccer Rule 104: AGE GROUPS

Except as otherwise provided by Rule 105, age groups shall be comprised of youth players who are of age on or before the last day of December of the current year-

- (1) 19 years of age and under.*
- (2) 18 years of age and under.*
- (3) 17 years of age and under.*
- (4) 16 years of age and under.*
- (5) 15 years of age and under.*
- (6) 14 years of age and under.*
- (7) 13 years of age and under.*
- (8) 12 years of age and under.*
- (9) 11 years of age and under.*
- (10) 10 years of age and under.*
- (11) 8 years of age and under.*
- (12) 6 years of age and under*

- The age of the oldest player on the roster determines the age group to which the team belongs.

US Youth Soccer Rule 301. RULES OF PLAY.

Section 1.... Players under 10 years of age may play soccer in accordance with the rules of USYSA's Development Player Program—Modified Playing Rules for 10 years of age and under, 8 years of age and under, and 6 years of age and under

PLAYER REGISTRATION – RESIDENCY

US Youth Soccer Rule 201: Player Registration

Section 1. A youth player must register each seasonal year in the State Association in which he or she resides with his or her parent or parents or guardian or guardians, or, for a student in residence at a boarding school, college or university, the player may register in the state in which the boarding school, college or university, or division of the college or university is located. Any other questions of residency may be determined by the State Association in which the player is registered to vote or holds a current driver's license.

1. Recreational and Travel League players must be registered & rostered to a travel team in VYSA. With the exception of ODP and Out of State Direct Registrations.
2. All players in VYSA are registered to the state and national associations each seasonal year.
3. Players are registered when they become members of travel teams by joining the team and paying their required fees.
4. Travel teams are either part of travel clubs that are located throughout the state or US Youth Soccer regional leagues.
5. Travel clubs participate in league play organized by VYSA-sanctioned travel leagues or US Youth Soccer regional leagues.
6. NCSL membership fees are paid to the VYSA by the travel league, EDP Soccer League, and Non-League State Cup Teams and Club Champions pay their fees directly to the VYSA State Office.
7. No travel team may be a member of VYSA without being a part of a sanctioned travel league. See Section 3-1 for a list of VYSA travel leagues.
8. Once a player is registered and rostered as a travel player, the player remains a travel player for the remainder of the seasonal year whether or not the player remains rostered to a travel team.
9. Clubs may allow travel players to play in recreational leagues.

US Youth Soccer Rule 201:

Section 2:

- (a) Any youth player wishing to play on a team of a member of a State Association other than the State Association where the player is registered, must receive a written release from the State Association where the player is registered.*
- (d) A release or waiver must be obtained each seasonal year.*

- Players wishing to play out of state must register utilizing the VYSA online registration system using the link for players wishing to play out of state, and pay the registration fee
- Written permission must be received from
 - (1) the State Association where the player is registered; and
 - (2) the other State Association of the team on which the player wishes to play.

PROOF OF AGE

5-7

US Youth Soccer Rule 204: PROOF OF AGE

Proof of age shall consist of (items in italics are specified in Rule 204)

NEW TRAVEL REGISTRANTS - VYSA has determined that the following documents are the ONLY VALID proof of age:

- *Birth Certificate* (Government Certified Copy or "Credit Card birth certificate" issued by the same government agency)
- *Uniformed Services Identification and Privilege Card (DD Form 1173) issued by the uniformed services of the United States,*
- *Birth Registration issued by an appropriate government agency or board of health records,*
- *Passport, (may be expired)*
- *Certificate issued by the Immigration and Naturalization Service attesting to age,*
- *Unexpired federal, state, or local government identification card if documentation of date of birth is required) (i.e., Green Card/Permanent Resident Card)*
- *Certification of a United States citizen born abroad issued by the appropriate government agency (Consular Birth Certificate)*
- ***Hospital, baptismal, or religious certificates will not be accepted.***

VYSA has the right to require an original document listed above when registering a player.

PREVIOUSLY REGISTERED TRAVEL PLAYERS

- A player carded in a previous seasonal year will not need to present additional documentation. The player's proof of age will have already been verified in the online system.
- A VYSA State Registrar may request one of the US Youth Soccer required documents at any time for verification.

US Youth Soccer Rule 205: ROSTER LIMITATIONS

Section 1. Except as otherwise provided by Rule 105, every team shall have a team roster and will present a game roster for every match or competition.

Section 2. The team roster shall be approved by the State Association where the team resides. The team roster may have up to 22 youth players on the team roster at any given time during the seasonal year. Every team roster shall have a minimum of 7 players on the roster at all times.

Section 3. The game roster shall be prepared by the team and submitted to the competition authority at a time designated by that authority. The game roster shall have a maximum of 18 players and a minimum of 7 players. Every player listed on the game roster must be included on the team roster to be eligible to participate with the team except for tournament competitions that may accept guest players.

US Youth Soccer Rule 105. STATE VARIANCES

A State Association may permit variances in Rules 104 and 205 of this policy in the best interest of developing the sport within the jurisdiction of the State Association. Those variances do not apply to the state level of US Youth Soccer National Championship or Regional or National League competitions.

VYSA Variance to US Youth Soccer Rule 205:

Section 3. A team playing U9 or U10 may not have more than 12 youth players on its roster at any given time during the seasonal year and a team playing U11 or U12 may not have more than 16 youth players on its roster at any given time during the seasonal year. A VYSA Travel League may have additional restrictions on roster size.

Rule 206. MULTIPLE ROSTERING

A State Association may allow a player to be rostered on more than one youth team each seasonal year.

VYSA Policy on Multiple Rostering:

Travel players are prohibited from being rostered to more than one VYSA travel roster.

VYSA LEAGUE AND TOURNAMENT ROSTER

5-10

- All travel teams MUST have an Original VYSA League and Tournament Roster generated and signed from the online registration system. This roster is used to identify those players eligible to play for the team in league and tournament play.
- All travel team rosters MUST be prepared with the VYSA Online Travel Registration System.
- A new roster must be approved and printed after each roster change (added, released, transferred players; team official and team aide changes; jersey number changes).
- The old roster must be destroyed once the new roster is printed.
- The VYSA League and Tournament Roster is the responsibility of the team official to whom it was issued. The roster belongs to VYSA and must be surrendered to a VYSA registrar or the VYSA Secretary if requested.
- Please see following sections of this Manual for rules governing Inactive and disbanded teams and other permitted rosters.

US YOUTH SOCCER MEMBER PASS

5-11

- A US Youth Soccer Member Pass MUST be issued for each travel player.
- A US Youth Soccer Member Pass MUST be issued for each team official and team aide whose name is on the roster and who is traveling with the team. Leagues may require that team official passes are issued for all team officials for league play.
- All passes/cards MUST be prepared using the VYSA Online Registration System.
- The legal first and last name of players and team officials must be used on the Member Pass.
- You must upload pictures directly to the Member Pass, using the upload feature in the online registration system
- Passes must be electronically signed by the online registration system.
- The VYSA Secretary encourages the lamination of player passes. Each league will determine whether to require lamination of passes for its teams.
- Passes are the responsibility of the team official to whom they were issued and may not be given to the player except in certain circumstances described in following sections of this Manual.
- A new Member Pass must be issued reflecting a change of league or team. No annotations are permitted on Member Passes.
- No correction fluid is allowed on the Member Pass.

- The Member Pass may be borrowed by the player to guest play with another team provided the pass is returned to the team official holding the passes. Otherwise, the Member Pass should not be given to the player, another team official or any other person unless directed by the Assigned League Registrar or State Registrar.
- **Passes belong to VYSA and must be surrendered to a VYSA registrar or the VYSA Secretary if requested.**

Please see following sections of this manual for additional rules pertaining to the Member Pass

USYS Rule 207. International Clearances

The U.S. Soccer Federation and FIFA have international clearance requirements and procedures for players coming to the United States to play soccer. All US Youth Soccer members will comply with the US Soccer requirements for each player prior to being registered.

Rule 207 applies to

- Both US citizens and non-citizens who move to the US with their parents, family members or guardian(s), military dependents and players who are part of a student exchange program
- Players that may not have been born outside the US, but have lived outside the US and registered and played official soccer in another country
- Players who are 12 years of age and older that were born outside of the US
- Players younger than 10 who were born outside of the US

Rule 207 does not apply to

- players who are coming to the United States to play in a tournament or friendly games and then return to their native countries

International Clearance applications are processed through USSF. It will take four to six weeks to receive notification of approval for an International Clearance. The approved notification comes to VYSA by email, and is then forwarded to the registrar and team. The player may train with the team, but may not be rostered to the team or participate in league or tournament competition while waiting for notification from USSF.

There are eight (8) types of International Clearance Applications. All of which are found on the VYSA website www.vysa.com with descriptions of each clearance type. The clearances are as follows:

- P10
- First Registration – US Citizen OR Awaiting Citizenship
- 5 Year Exception
- 50 km/31 mi Exception
- Parents Move Exception
- Exchange Student Exception
- Humanitarian Exception – Accompanied Minor OR Unaccompanied Minor
- Adult Registration 18+

The VYSA Assigned League Registrar or Club Administrator will forward the applications and supporting documentation to the State Office for submission to USSF. Once all required paperwork has been submitted, the player may train, be rostered and participate in league and tournament competition with the team while waiting for notification from USSF.

The approved International Clearance are in effect as long as the player remains in the United States. Forms to apply for the International Clearance are available on the VYSA website.

US Youth Soccer Rule 208. Adult Games

Section 1. A youth player may play an unlimited number of adult games without losing his or her youth eligibility. The youth player MUST notify his or her youth coach or other authorized team official of the player's intention to play adult games. The youth player shall request, in writing,

- (1) eligibility clearance from the Youth State Association through which the player is registered, and*
- (2) permission from the appropriate Adult State Association.*

When the clearance and permission have been granted, the Adult State Association has sole discretion in permitting a youth player to play adult games and will be responsible for establishing the procedures under which the youth player will be allowed to play. In the event of a conflict between an adult game and a youth game, the youth game shall take precedence. A youth player who is required to sign an adult form shall retain youth eligibility.

*US Youth Soccer Rule 208. Adult Games**Section 2.*

- (a) A youth team with the written permission and mutual consent of both the Youth and Adult State Associations may play in an adult-approved league and not lose its youth eligibility to compete in the US Youth Soccer National Championships competitions. If the youth team's players are required to sign an adult form, the team shall retain its youth eligibility.*
- (b) The youth team will be required to play under the rules of the Youth State Association concerning registration, roster rules, transfer rules, and any additional qualifications that are required to be eligible for the US Youth Soccer National Championships competitions. Whether participation in any adult league shall qualify a youth team for the US Youth Soccer National Championships competitions play shall be determined by each Youth State Association.*

- It is the responsibility of the individual player or team to secure permission before playing with an adult team or league.
- The VYSA Player/Team Status Form for Adult Games MUST be used to request and grant approval for players and teams to participate in adult games.

USE OF INELIGIBLE PLAYERS

5-15

US Youth Soccer Rule 209. Use of Ineligible Players

A team shall forfeit each game of the team in which---

- (1) an unregistered player was with the team at the game in a uniform; or*
- (2) a player was improperly entered on the team's roster.*

- It is the responsibility of the team officials to be certain that all players are properly registered and entered in the proper age group for the roster.
- Should an illegally rostered or ineligible player be found, then by US Youth Soccer Rule 209 all games that player participated in would be forfeited by the team.
- Team officials and/or players may be held accountable for the eligibility errors and may be required to attend a hearing at the Travel League and/or VYSA level.

PERMISSION TO TRAVEL

5-16

US Youth Soccer Rule 401. Permission to Travel and to host tournaments and games is as provided by the USYSA Travel and Tournament Policy.

The US Youth Soccer Travel and Tournament Policy manual is available on the VYSA website at www.vysa.com.

All teams attending a tournament outside of the East Region must complete the Permission to Travel form. Once completed send to the VYSA State Office for approval.

TRAVEL TO SANCTIONED EVENTS WITHIN THE UNITED STATES

5-17

VYSA teams must use the online registration system to generate permission to travel documentation. The system generates instantly approved Travel paperwork.

Any US Youth Soccer State Association teams within East Region that are accepted into a tournament in East Region do not need permission to travel papers. Permission to Travel is not required in friendly games within East Region.

Participation in any event that does not have a US Youth Soccer Permission to Host will require a Permission to Travel be completed. This includes all US Club Soccer Events.

TRAVEL TO NON-SANCTIONED EVENTS WITHIN THE UNITED STATES

5-18

- Individual players may participate in UNSANCTIONED events.
- Teams MAY NOT use their VYSA team name, VYSA Roster, VYSA Member Passes or club/league uniforms.
- No member benefits will extend to teams or players participating in a non-sanctioned event.

TRAVEL OUTSIDE THE UNITED STATES (includes Canada and Mexico)

5-19

- A team MUST request and receive permission to travel from the State Office and from USSF on an Application to Travel form (US Youth Soccer form) AND on a USSF Application for Foreign Travel form.
- Both the ORIGINAL completed US Youth Soccer and USSF applications MUST be approved by the State Office before they are submitted by the team to USSF for approval.
- Teams will have member benefits once approved.

GUEST PLAYERS AT TOURNAMENTS

5-20

- A Guest Player is a registered player participating in a competition for a team to which the player is not rostered for the purpose of league play.
- VYSA does not require a guest player authorization for its players.
- A travel player may guest play with another travel team/club at a tournament if invited by another team.
- It is the responsibility of the team to follow all rules and procedures required by the tournament or host team and/or its state regarding guest players.
- Recreational Players may guest play with a travel team. VYSA recreational member passes with pictures are issued by the appropriate VYSA recreational club president or recreational club registrar only. The pass is generated in the VYSA online registration system.
- All guest players MUST provide their Member Pass and a medical release form to the team for which they will be guest playing.
- Recreational or Travel players who wish to guest play with a VYSA travel team are permitted to participate as long as they are listed on a copy of the team's roster or a guest player roster.

CLUB PASS PLAYERS IN LEAGUE PLAY

5-21

VYSA Policy on Club Passes.

VYSA allows leagues to determine league rules regarding club passing.

- Leagues may permit players from within the same club to club pass play between teams without transferring from one roster to another roster.
- Leagues that permit club pass players may create their own policies and procedures providing they do not conflict with US Youth Soccer or VYSA policies and procedures.

PERMISSION FOR A TEAM TO PLAY IN ANOTHER STATE

5-22

- All teams MUST be rostered in VYSA if more than 50 percent of its players are registered in Virginia/DC. If exactly 50 percent of its players are registered in both Virginia/DC and one other state, the team will determine in which state they wish to be rostered.
- Any team wishing to compete in a league in a state other than the one in which it is rostered MUST
 - submit a request on a Permission to Play in Another State Form and
 - receive written permission to do so from both states involved.

PLAYER VOLUNTARY RELEASE

5-23

A voluntary release is the removal of a player from a team's roster at the request of the player's family.

- The player MUST submit a request for the release to the releasing team or club official. An email is the preferred method of making the request.
- The team/club official MUST mark the player for release in the online registration system and notify the Assigned League Registrar within 5 business days. The only instance in which the player would not be marked for release is if the club is following the VYSA Travel Player Financial Obligation Policy.
- If the players' release request is NOT submitted to the Assigned League Registrar within the 5 business days, the Assigned League Registrar will release the player and the team roster therefore is invalid until a new roster is printed. If the old roster is used in a competition, the team may be placed in bad standing with the State Association.
- Leagues may have specific requirements governing the exchange of paperwork between the player, the club and the Assigned League Registrar.

TRAVEL PLAYER FINANCIAL OBLIGATION POLICY

5-24

It is the policy of VYSA that all travel players registered with VYSA are responsible for making payments required in writing by their clubs and/or teams. Accordingly, VYSA will not process a transfer of a player from one club/team to another during the seasonal year if that player is not current on his or her financial obligations, provided that (1) the financial obligation is set forth in writing and acknowledged by the player's family, and (2) the obligation is for the current seasonal year. For purposes of this policy, any written financial obligation signed by the player's family will be sufficient, including a financial obligation set forth in an electronic registration document and acknowledged electronically at the time of registration. This policy does not apply to a player who changes clubs or teams between seasonal years. In the event that a club or team objects to a transfer by a player during or between seasons due to failure to make required payments, the club or team must, within three business days of the transfer request, submit to the VYSA office an email to registrar@vysa.com objecting to the transfer. Documentation of the financial agreement supporting the request must be submitted with the email. Failure to notify VYSA, could result in VYSA approving the release of the player. VYSA will notify the family that the transfer is being held until payment is made. A club or team must notify VYSA immediately upon payment (within two business days) to release the transfer request. In the event that VYSA determines a club or team has placed a hold on a transfer in bad faith, the club or team may be sanctioned.

PLAYER TRANSFER (PREVIOUSLY ROSTERED PLAYER)

5-25

A transfer is the placement of a player on a team's roster after the player has been released from the previous active, inactive, or disbanded team roster at any time during the seasonal year. **CAUTION:** A player may be registered and rostered to a VYSA travel team as early as August 1 preceding the beginning of the next seasonal year, September 1 through August 31.

For VYSA purposes, once a player has been released from a team, the player is considered a transfer only if the player is placed on the roster of a team in a different club. If the player is placed on a team within the same club from which they were released, without having gone to a different club, the transfer does not count against the number of transfers allowed in a seasonal year. This is referred to as an "internal move."

- **A PLAYER MAY BE ROSTERED TO ONLY ONE VYSA TRAVEL TEAM AT A TIME IN THE STATE OF VIRGINIA/DC** – the player **MUST** be released from the original team roster before being placed on another roster.
- A player may transfer as many times as requested during the seasonal year subject to league rules.
- All VYSA Teams are limited to 5 transfers during the seasonal year.
- Other League transfer rules may apply.

PLAYER INVOLUNTARY RELEASE

5-26

VYSA has determined that a team official may involuntarily release a player from the roster for one of the following reasons, only after giving the player 24-hour written notice in the form of a letter.

1. The player has violated bylaws, policies, or requirements of the Federation, US Youth Soccer, the State Association, or the member of the State Association (League, club or team) through whom the player is registered.
 2. The player has moved beyond a reasonable travel distance. Determination of what constitutes a reasonable travel distance is subject to definition by the State Association.
 3. The player is injured in such a manner that the player will not be able to participate for the remainder of the season.
- The letter **MUST** include the reason for the release.
 - The letter must be sent via registered mail or certified/return receipt

To involuntarily release a player, the team official **MUST** within five (5) business days of the send date of the letter

- Notify the League Assigned Registrar of the pending involuntary release and
- Submit a copy of the certified letter sent to player to the League Assigned Registrar

The registrar **MUST** wait 24 hours after receiving the notification from the Club before processing the Involuntary Release request.

STATE CUP INFORMATION AND ROSTER

5-27

VYSA State Cup Rules are available on the Web site at www.vysa.com. Click on the State Cup tab > Rules.

It is the responsibility of the coach to ensure that all rules are followed.

- The State Cup Roster must be prepared and printed using the online registration system.
- The team may club-pass players on the State Cup Roster
- After the State Cup Roster is frozen, the State Cup Roster **MUST** mirror all releases from the Original VYSA Team Roster if the release is not an internal move.
- After the State Cup Roster is frozen, players added or transferred to the VYSA League roster are ineligible for VYSA State Cup play with the team.

OTHER VYSA POLICIES ON PLAYERS & PLAYING RULES

SECTION 6

ACTIVE LEAGUE TEAMS

6-1

An ACTIVE league team participates in at least fall and/or spring league play during the seasonal year. Active and Inactive teams are subject to the rules and procedures of the league named on their VYSA League and Tournament rosters. U19 teams formed to play in State Cup are not required to participate in league play.

LEAGUE SELECT TEAMS FOR INTERNATIONAL TRAVEL

6-2

A league may form a team for the purposes of participating in an international tournament.

- The tournament must be sanctioned to include League Select teams.
- Permission for a League Select team must first be authorized by their leagues.
- League Select rosters are created using a spreadsheet with applicable fields.
- NOTE: If a League Select Team is participating in more than one tournament, a separate roster must be issued for each tournament.
- Each player, team official and team must be issued a VYSA Member Pass for the League Select Team. A new Member Pass is not issued for each tournament.
- Each player must be rostered to and participating for a team in the league requesting the League Select status.
- Players may not cross leagues to play.
- The League Registrar or higher will process and approve the League Select roster

TEAMS TRANSFERRING TO ANOTHER CLUB

6-3

A team may transfer to another club within a seasonal year as permitted by club and league rules.

- The team must be transferred in the database. The team name can be changed at this time.
- The State Registrar will determine the process by which the team is transferred in the online registration system.
- A new team roster must be issued
- New Member Passes must be issued.
- The team official must complete the approval process with the League Assigned Registrar for the new club.

TEAMS TRANSFERRING TO ANOTHER LEAGUE

6-4

A team may transfer to another league within a seasonal year as permitted by all applicable leagues and clubs.

- Both State Registrar and Assigned League Registrars **MUST** be notified of the transfer.
- The League (play level) may be updated in the online registration system. The team name can be changed at this time.
- A new team roster must be issued
- New Member Passes must be issued.
- The team official must complete the approval process with the League Assigned Registrar for the new club.
- Please see 6-5 if the transfer also involves changing clubs

SUSPENDED VYSA PLAYER, COACH OR TEAM OFFICIAL

6-5

- A player, coach or team official may be suspended by a League Rules and Discipline Committee and/or VYSA.
- Suspension means loss of rights and privileges that can include loss of rights to play, coach or otherwise administer or participate (directly or indirectly) in soccer.
- The suspension may be temporary or for a specific period of time designated by the suspending body.
- Individuals suspended by VYSA are listed on the VYSA Web site.
- Suspensions issued and properly submitted by VYSA members for recognition by VYSA shall be listed on the VYSA website and honored by ALL VYSA members.
- The Member Pass must be turned in to the State Registrar.
- The record of the player, coach or team official in the VYSA database **MUST** be amended as directed by the VYSA State Office.
- A new roster must be issued with the suspended member removed

